



**PARKS & RECREATION ADVISORY COMMISSION
MINUTES
April 7, 2005**

Attendees:

Parks and Recreation Advisory Commission Members

		Committee Membership
Lynn Crump, Chair	School Board	Capital Projects Committee Greenways Advocacy Committee
Dennis Harding, Vice Chair	Dale District	Athletics Activities Committee
Bob Terrell	Dale District	Chair, Athletics Activities Capital Projects Committee
Jack Griffin	Bermuda District	Capital Projects Committee Athletics Activities Committee
Tim Mick	Bermuda District	Chair, Capital Projects Committee Budget Committee
Frank McDavid	Clover Hill District	Chair, Greenways Advocacy
Ron Maxey	Midlothian District	Capital Projects Committee
Hadi YazdanPanah	Midlothian District	Capital Projects Committee Greenways Advocacy Committee Athletics Activities Committee
Tim Russell	Matoaca District	Budget Committee Athletics Activities Committee

Absent:

Terry Minor	Clover Hill District	Chair, Budget Committee Capital Projects Committee
Earl Gee	Matoaca District	Budget Committee Athletics Activities Committee

Parks and Recreation Staff

Mike Golden, Director, Liaison Budget and Capital Projects Committees
 Lynell McClinton, Chief of Finance, Liaison Budget and Capital Projects Committees
 Phil Innis, Assistant Director, Liaison Athletic Activities and Capital Projects Committees
 Bruce Dove, Assistant Director, Liaison Athletic Activities and Capital Projects Committees
 Mark Askin, Chief of Parks, Liaison Capital Projects Committee
 Stuart Connock, Jr., Chief of Parks Design and Construction, Liaison Capital Projects and Greenways
 Advocacy Committees
 Bill Carlson, Athletics Manager, Liaison Athletic Activities Committee and Capital Projects Committee
 Dave Caras, Liaison Greenways Advocacy Committee
 Rebecca J Parker, CPS/CAP, Secretary

2005 Standing Committees

Budget	Capital Projects	Athletics Activities	Greenway Advocacy
Terry Minor, Chair	Tim Mick, Chair	Bob Terrell, Chair	Frank McDavid, Chair
Tim Mick	Bob Terrell	Dennis Harding	Lynn Crump
Earl Gee	Lynn Crump	Tim Russell	Hadi YazdanPanah
Tim Russell	Terry Minor	Jack Griffin	
	Hadi YazdanPanah	Hadi YazdanPanah	
	Jack Griffin	Earl Gee	
	Ron Maxey		

Attendees and Citizens to Speak on Unscheduled Matters

Mike Hairfield	CQL
Blake Eller	CBC
Clarence Adams	Chalkley Athletic Assoc.
Heather Barrar	GIG
Mike Paris	Gordon Athletic Assoc.
Rich Bates	Chesterfield United Soccer Club

I. Chair, Lynn Crump called the meeting to order at 7:00 p.m.

II. Invocation:

Lynn Crump led the invocation. She asked for a few moments of silence to focus on the issues at home and away, and requested guidance for the Commission in making the best decisions for Chesterfield County and its citizens.

III. Approval of Minutes:

Bob Terrell made a motion to approve the minutes as written. Tim Russell seconded the motion. There was no further discussion. The motion passed with unanimous vote.

IV. Changes to Agenda: None

V. Parks and Recreation Director's Remarks:

Mike said that the Parks' crews have been working to prepare the baseball and softball fields. Field #2 at R. Garland Dodd Park at Point of Rocks is ready for the spring season.

The Board of Supervisors will vote on the budget at the April 13, 2005, meeting.

VI. Committee Reports:

Budget Committee: Did not meet

Capital Projects Committee

Tim Mick reported that the first committee meeting dealt with mission and procedural matters. Tim distributed the notes to PRAC members. The next meeting will be April 28, 2005, at 5:30 p.m., in the Parks conference room, located at 9201 Public Works Rd. Meetings will be held year-round with adjustment for holidays.

Lynn thanked Tim Mick for organizing and agreeing to chair this Committee, because the work of this Committee will greatly benefit the Commission and the Department.

Athletic Activities Committee: Did not meet

Bob Terrell advised that the Committee did not meet but asked Phil Innis and Mark Askin to report on progress made toward resolution of two issues.

- New Policy for Use of Fields by AAU and home schoolers
Phil Innis reported that draft guidelines for AAU and Home Schooled groups use of the fields would be ready for the Athletics Committee in April. Dennis Harding confirmed that there would be outside input into these guidelines. Dennis advised he would like to hear from cosponsored groups on this issue. Mike Golden said that a draft would be developed for the Committee and then addressed by PRAC after public hearing opportunities for league comments. Phil said the policy would be developed and become effective in the spring/summer of 2006. Bob Terrell confirmed that these guidelines would be included in the Sports Manual.
- Flagpole Maintenance
Mark Askin advised that a staff meeting is scheduled April 14, and this issue will be discussed with the District Superintendents. Mark will report findings to the Commission in May.

Greenways Advocacy Committee

Frank McDavid said the Committee did not meet, but he addressed his Committee Agenda items.

- Status on Trails' Effort at The Government Center
Frank McDavid reported at the March meeting that the American Cancer Society had withdrawn plans to have joint trails event at the Chesterfield Government Center this year. Frank asked Stuart Connock, Jr. to update the Commission on the Government Center Trail. Stuart distributed a report that detailed the conception and planning history of the Government Center Wellness Trail. The report read that 2.5 miles of the trail have been planned. Parks and Recreation will be partnering with groups that plan to collectively donate over \$50,000 in services and materials to the project. A groundbreaking ceremony will be held on June 4, 2005, National Trails Day.

VRPS Meeting Attendance

Frank McDavid reported on his attendance at the VRPS meeting. He said that Pete Stith gave an informative presentation. Frank said that he was pleased to have the opportunity to talk to Pete after the presentation.

- Report on April 6 Meeting with the Henrico County Recreation and Parks Commission
Frank discussed his attendance at the April 6 meeting. He said his proposal for periodic, joint meetings and communication met with positive reaction from the Henrico Commission. Henrico added this proposal to their next agenda for further discussion. Frank said that the Henrico County Commission suggested an exchange of agendas in advance of the meetings. Frank advised that if PRAC members are interested in any Henrico agenda items, they were invited to attend Henrico's meeting. The Henrico Commission meets year-round, on the first Wednesday of each month. Frank noted that they limit their speakers to ten-minutes, and this might be a useful guideline for Chesterfield.
- Upper Swift Creek Plan
Frank asked Mike Golden to discuss the Upper Swift Creek Area Plan. This plan includes approximately 75-acres that could be available to become part of Chesterfield's green area. Mike said he recently met with Joan Salvati, with Environmental Engineering, to discuss a regional BMP (best management practices) at Horner Park.. Progress on the plan has slowed due to regulatory issues. Under discussion is the possibility of moving forward with a park and retaining the option to construct pond(s) (off Otterdale Creek). Jack Griffin said his concern was wetlands donated in lieu proffers, when wetlands were federally protected.

VII. Hearing of Citizens on Unscheduled Matters

Clarence Adams, Chalkley Athletic Association

Mr. Adams discussed the damage caused by Lacrosse teams using the fields that Chalkely Athletic Association was asked, by Parks and Recreation, not to use. Lacrosse teams are damaging the turf. He said the football teams are practicing on fields with baseball diamonds in order to stay off these fields. Bill Carlson said that due to the increased participation in numbers for Lacrosse and Field Hockey, football fields need to be assigned both fall and spring to meet the demand. He said Lacrosse should be off the fields by June 6, and the fields would be available by August. The Class1 football/soccer fields are closed after June to sprig and fertilize for football in August.

Mr. Adams said they planned a football camp in June that will be open to the County. Bill Carlson advised that he thought the football camp was an excellent idea and he would be happy to work with them to find a location.

Mr. Adams also reported that the grass on the baseball fields was high. Mark Askin said this site was on a fourteen-day cutting cycle.

Lynn Crump suggested to Mr. Adams that when he has the planned schedule for the football camp, he should contact Phil and Bill for assistance in locating a field.

Heather Barrar, Green Infrastructure Group (GIG)

Ms. Barrar spoke about the April 27, 2005, GIG meeting, to be held at Clover Hill Library. Charlottesville Parks and Recreation representatives will speak about their Greenways.

Ms. Barrar also said that GIG was working with the Coalition for Active Children (COACH), for the Government Center Trail event on June 4.

Blake Eller, CBC

Mr. Eller said he had two issues to discuss concerning background checks. Mr. Eller advised that YMCA would have background checks run on all their coaches, since these coaches use County fields; however, AAU basketball or baseball or USSSA are not required to have background checks. Most parents think that anyone coaching children has submitted to a background check. Mike said Parks and Recreation's recommendation to the Athletics Committee would be that all AAU or USSSA groups register with the County and have background checks for the coaches.

Mr. Eller also advised the Commission that a known sex offender was coaching basketball. This individual is not listed as a coach; however, he is coaching and his wife is listed as a coach. Dennis Harding said this issue was currently being addressed. **(Dennis Harding is referring to general Athletics Activity Committee discussions about the issue of background checks for outside user groups and not this specific incident.)** Mike Golden said the best action to prevent this from happening was to list all coaches on the web site. Mike assured Mr. Blake that Parks and Recreation would not hesitate to contact the leagues, when made aware of such violations.

Based on the information provided to Parks and Recreation during our subsequent investigation, Parks and Recreation found no evidence that the wife or this referenced individual coached a CBL or CGBL team over the last two years.

Mike Hairfield, CQL asked about background checks for coaches from different localities being funded by Chesterfield. Mike Golden said that cosponsored teams must be composed of 85% Chesterfield residents, so the background checks benefit Chesterfield County children.

Lynn said that these were important issues and were in the process of being addressed. Tim Mick said the point made about what could be done about violations will also need to be considered. Lynn said that it may be necessary to request input from the Police Department in finding a resolution. Tim Mick pointed out that a recognized sex offender coaching children would be in violation of their probation.

Mike Paris, Gordon Athletic Association

Mr. Paris said he had been with Gordon Athletic Association for four years and outlined the projects their Association had funded and worked to complete.

\$15,000 Press Box – Mr. Paris thanked Mark Askin and his crew for their help.
\$ 3,000 Baseball Backstops
\$ 2,000 Baseball infields and outfields

Their Association raised \$18,000 through their golf tournaments. They are planning to have a *Casino Night* in January and hope to raise \$3,000 to pay for their scoreboard. He requested help in acquiring beams for the scoreboard. The dimension specifications demand 8" x 20' beams. Ron Maxey confirmed that the installation would be according to specifications. Mr. Paris pointed out that these efforts require a lot of work and dedication by members of the association.

Mr. Paris advised the Commission about their upcoming fundraiser, a golf tournament, and left brochures. Fees are \$85 and prizes will be awarded, plus there will be lunch and dinner.

Mr. Paris also discussed the issue of Lacrosse teams tearing up the fields. He said they over-seed to try and counter the damage.

Lynn thanked Mr. Paris for keeping the Commission advised about upcoming events and progress/changes made by their association.

Rich Bates, General Manager, Chesterfield United Soccer Club

Mr. Bates discussed the issue of various adult groups using fields that are closed. He asked if there was a process to enforce the closing because fields were being torn up. Bill Carlson advised him there would be a meeting with Joe Pugh, at 3:00 p.m., on April 8, at Parks and Recreation, to discuss this issue and put together a proposal. Bill will report to PRAC in May about the meeting.

VIII. Old Business:

Dutch Gap and Henricus Closure Dates for 2005

Mike Golden reported that Lynn Crump and two Bermuda District representatives met with the Henricus staff to discuss hours of operation. The following recommended hours were taken to the Henricus Board for their approval.

October 15.....7:30 a.m. – 5:30 p.m.

April 157:30 a.m. – 8:30 p.m.

Switch at Daylight Time Change Dates

The Henricus Board Chairman would prefer to wait until May to extend hours beyond 5:30 p.m., because of concerns about vandalism at the construction site. The Police have received calls, because of cars locked inside the gates when they are closed at 5:30 p.m. Phil Innis said they send staff to the site as soon as possible when it is reported that cars are locked in. Mike said he recommended keeping the gates open until 8:30 p.m., beginning April 15, and providing better signage for the new hours.

YMCA (Tuckahoe) Basketball Tournament

Bill Carlson reported that a request for a three-on-three basketball game had been received for May 7, at two Rockwood Park courts near the parking lot. He met with the group and they will follow the Special Event process. The group is considering a couple of different sites and dates. Bill will report to PRAC in May on their progress.

Resolutions From the Board of Supervisors (BOS) for NFL Pro-Bowl Players from Chesterfield

Mike Golden spoke to the Commission about the recognition of three CQL alumni that participated in the NFL Pro-Bowl, William Henderson, from Wells Athletic Association; James Farrior from Matoaca Youth Athletics and Rudi Johnson of Ettrick Youth Sports. Mike Hairfield requested this recognition at the March PRAC meeting. Mike Golden said this issue is stalled because of difficulty in contacting the alumni. Mike Golden asked Mike Hairfield if he could assist in contacting these individuals. Dennis Harding suggested that Mike Hairfield contact their parents and get the parental input on whether they

approve of this recognition and whether their sons would be interested. If contact can be made with the alumni, a meeting with Public Affairs staff and Mike Hairfield would be the next step.

PRAC Travel for Conferences

Mike Golden said his recommendation would be for the Commission to use County staff guidelines, since the Commission members were agents of the County. Under the current guidelines, the County would pay for the registration and the attendee would cover the other expenses associated with the conference. The only exception would be if the attendees were participants (speakers/presenters) in the conference or officers in the organization.

Dennis Harding said that he thought PRAC should be given more consideration, since it is a volunteer Commission - especially if the conference would benefit the Commission and the County. Mike said it is appropriate to pay registration for a pre-approved conference for the Commission, and members should advise of any conferences they are interested in attending. Commission members said that any expenses should be pre-approved and justified. Ron Maxey said that the process should include contacting Mike Golden first to discuss the conference; the request would then be added to the PRAC agenda for full Commission discussion. Tim Mick pointed out that a budget for conferences did not exist. Lynn said the development of the process would be added to the Budget Committee's agenda.

Hall of Fame Volunteer Nominees

Mike Golden advised that two Board of Supervisor's members had added two potential nominees to the slate of nominees forwarded to them from PRAC. Mike Golden said that all five Board members would have the opportunity to add nominees. Ron Maxey said that additions to the original submission should return to PRAC, in order to ensure all nominees meet the standards. Dennis Harding said that nominations should be approved by each Board of Supervisor member - according to District. This would ensure that the Board member was able to vote for a nominee about whom they were knowledgeable. Since there is no deadline set to award the nominees, Lynn said this issue should be assigned to the Athletic Committee's agenda. Any Commission member interested should attend this meeting and provide their input. She asked that the Committee report on their recommendations at the PRAC meeting in May. Bob Terrell asked that Tim Mick and Ron Maxey attend this meeting. Tim Mick suggested that PRAC members make an effort to communicate with their Board of Supervisor member on a monthly basis in order to receive their input on issues.

IX. New Business: None

X. Reports:

- Construction Status Report

Stuart Connock, Jr. distributed the report to the Commission and was available for questions. Ron Maxey asked about progress on the James River Tennis Court. Stuart said bids are due back on Tuesday, at 3 p.m. Stuart will not have information on bidders until this meeting.

Lynn Crump inquired about the channel bridge at Dutch Gap Conservation Area. Stuart advised that he is waiting on the final environmental review. After this review a joint permit will be issued and the project can be bid. He estimates that this process will take about two months.

Stuart noted that the *FY05 Capital Improvement Program* report included a section for *FY03-05 CIP Work in Existing Parks and Complexes*.

- **Reports by Co-sponsored Leagues**

Bill Carlson distributed the *Athletic Group Status Report* and a report that included a list of 25 organizations that need to turn in cosponsored information or league rosters and the eight organizations scheduled to give their report at the PRAC meeting in May. Bill said he would send a reminder letter to the organizations that are scheduled to report in May.

Bill also requested PRAC's approval to send a letter to the organizations that have not submitted their information, on behalf of the Commission, requesting that they attend the May meeting to discuss submission of this information. This would be a second or third request for this information. Ron Maxey suggested that the tone of the letter reflect PRAC's desire to work with the associations to get this information submitted. Blake Eller advised he would contact all listed in football and baseball. **Dennis Harding made a motion for Bill to send the letter on behalf of PRAC to those organizations that have not submitted their co-sponsorship information/rosters, using the suggested tone, asking them to come to PRAC in May and discuss the submission of the necessary information. Ron Maxey seconded the motion.** Tim Mick further discussed the format of the letter and asked if the message would be positive. Jack Griffin said that it is, realistically, a legal obligation, and since it is special consideration the groups are requesting through co-sponsorship, they have the obligation to furnish the necessary information. Tim Mick said the leagues could be held responsible, if this continues. Lynn said that the Athletics Committee could work on this issue in the summer. **The Commission agreed to support writing a stronger letter, with appropriate wording left to Bill Carlson.** There was no further discussion. **The vote was unanimous for approval of the motion.**

Mike Paris suggested that a checklist for organizations be posted on Parks and Recreation's website that would list the minimum requirements needed to operate as an organization – non-profit status, insurance requirements, etc.

- **Report on Dedication – Renaming Bird Complex (Softball) to honor Mildred Burrell**

Bill Carlson said that Parks and Recreation will be working with the School Board and has sent documentation to them regarding naming the facility after Mildred Burrell. MYSA submitted a request to the Board of Supervisors for funds to help with construction of the picnic shelter. The logistics of a tournament are being planned and PRAC will be advised.

- **Image Survey**

Lynn asked if the Commission was interested in a presentation of this survey. Hadi YazdanPanah said he had attended a meeting on this survey. He said they are interested in your visual response to photos and the presentation takes about thirty minutes. Jack Griffin said that he did not think that PRAC was the appropriate forum for growth or zoning requirements.

XI. Public Hearing: None

XII. Recommendation of Agenda Items for Thursday, May 5, 2005:

- Hall of Fame Nominees- Athletics Committee

- Basketball Tournament Report and Chesterfield United Soccer Meeting Report – Bill Carlson
- Athletic Associations Presentations
- Travel for Conferences, Insurance and Equipment - Budget Committee Report

XIII. Meeting adjourned at 8:45 p.m.

Minutes respectfully submitted by Rebecca J. Parker CPS/CAP

<p>The next meeting will be held on Thursday, May 05, 2005, at the Central Library.</p>
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